

Interim Publication Process Change

The Air Force Departmental Publishing Office (AFDPO) is changing the way we process draft publications for posting onto the e-Publishing website. The contracted service that, through automation, structured and formatted (tagged) the draft publications into what is eventually posted on the website, is no longer being used. We are now instituting an in-house capability to accomplish the same task. Because of certification and training issues, there will be a transition period (approximately 45 days from the date of this e-mail) where we will continue to accept publications for posting, however, there will be some temporary modifications to the posted publications.

During the transition period, we will not electronically structure/format (tag) the publications, so the final products being posted to the e-Publishing website will look different.

(1) We will manually format the publication header (By Order of..., Seal, Titles, etc.), but the remainder of the publication will be unformatted -- all paragraphs will be left justified without tabbing and there will be no table of contents (TOC) generated unless TOC is provided by the OPR.

(2) Another change will impact how an Interim Change (IC) is posted. Since the publication will not be electronically structured/formatted (tagged), the IC cannot be automatically integrated into the publication. The IC will be placed in front of the publication on the e-Publishing website.

If during this transition you desire your publication to maintain the "standard" look of current publications, we ask that your publications OPRs utilize the attached templates, thus expediting the posting process. The use of these templates will be in addition to the documents currently submitted in accordance with AFI 33-360 which will be used when we resume electronic structuring/formatting (tagging).

The items below, with the exception of #4, make up the standard package that must be submitted to AFDPO for publishing:

1. Completed AF Form 673, Air Force Publication/Form Action Request
2. Word file of the final draft publication formatted as directed in AFI 33-360 and AFMAN 33-361 (text justified left, no auto numbering, no tabbing, illustrations embedded where they should appear (tables/figures), etc.)
3. Separate file for each illustration (e.g., jpg, tif, gif, etc.).
4. Optional file created with provided template in either Word or .pdf format. (only change that may impact OPRs)

We will keep you apprised of transition progress. Once the new automated process is in place, we will structure and format (tag) all publications submitted during this transition period and post them to the E-Pubs website in place of the unstructured/unformatted versions.

Please note that AFGMs or ICs will be forthcoming to AFI 33-360, Publications and Forms Management, and AFMAN 33-361, Publishing Processes and Procedures.

If you have any questions, please contact SAF/AAX via their Workflow mailbox (SAFAAX.Workflow@pentagon.af.mil) or AFDPO via our Workflow mailbox (AFDPO-PPP@pentagon.af.mil).